



City of Lemon Grove

COMMUNITY DEVELOPMENT MANAGER **Class Specification**

DEFINITION

Plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the planning, building, and code enforcement sections; assures compliance with all laws, policies and regulations; implements City policies regarding General Plan; and provides highly complex staff assistance to the City Manager and/or his/her designee.

FLSA STATUS

Exempt – Not Overtime Eligible

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the City Manager and/or his/her designee.

Position exercises direct supervision over assigned professional, technical, and/or clerical staff.

EXAMPLES OF DUTIES

- Manage and direct the functions and activities of the Planning, Building, and Code Enforcement sections; develop procedures to conduct activities in accordance with federal, state, and City laws, ordinances, rules, and regulations.
- Participate in the development and implementation of goals, objectives, policies, procedures, and priorities for assigned service areas, programs, and activities.
- Meet with a variety of residents, governmental representatives, technical experts, and developers on physical issues facing the City including planning, zoning, and code enforcement improvements.
- Review and approve technical documents, contracts, agreements, plans and reports of Planning, Building, and Code Enforcement sections; manage the collection, analysis and reporting of administrative and operational data.
- Research, analyze, and recommend policy approaches to legislation and urban development and improvement.
- Direct documentation and transmission of information regarding Sections' activities relevant to other Divisions and/or Departments.
- Oversee and participate in assisting the public at the front counter; receive, review, and approve development applications and proposal; confer with and advise contractors, developers, architects, engineers and the general public; prepare reports and recommendations.
- Establish schedules and methods for providing planning and development services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
- Research growth, land, environmental issues, zoning requirements, open space management, and federal, state and local laws.
- Establish, improve, and coordinate the plan checking procedures; develop and evaluate the need for plans and schedules.
- Provide staff assistance to the City Manager and City Council.

- Attend and participate in City Council, community and commission meetings; serve as the Secretary to the Planning Commission and manage, through subordinate personnel, the City's planning and zoning efforts.
- Keep abreast of federal, state, regional, special district and county activities and policies affecting municipal developments, alert officials to changes or new programs, and assist in evaluating proper City actions, responses, and policies.
- Manage and participate in the development and administration of the department's/sections' budget.
- Select, supervise, train, and evaluate subordinate staff; evaluate and review work for acceptability and conformance with Department's (and Sections') standards.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices, and techniques for effective management of complex community development (i.e., planning and code enforcement); principles and practices of municipal government administration; federal, state, and municipal codes, ordinances, and regulations; real estate transactions, economic development, redevelopment and housing programs; advanced knowledge of California Environmental Quality Act; contract administration; research methods and sources of information related to urban growth and development; statutes relating to general plans, environmental matters, zoning, and land divisions; principles of organization, supervision, budget and personnel management; modern office procedures, methods, and computer equipment.

Ability to:

Develop and maintain policies and programs pertaining to a comprehensive planning and code enforcement section; plan, assign and coordinate the work of professional, technical, and/or clerical personnel; perform and interpret statistical calculations; interpret planning and zoning programs to the general public; provide technical and effective advice and assistance to boards, commissions, and committees; make effective public presentations; identify and coordinate a wide variety of interests in the development of land use policy; evaluate alternatives and make creative recommendations in area of responsibility; and establish and maintain effective relationships with city officials, other governmental agencies, citizens and the public.

EXPERIENCE AND EDUCATIONS

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Six (6) years of progressively responsible planning and/or community development experience, urban and/or environmental planning, including three (3) years in a supervisory capacity.

Education:

A Bachelor's Degree from an accredited college or university with major course work in Urban or Regional Planning, Public or Business Administration, Business Management, or a closely related field. A Master's degree is highly desirable.

License or Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Environment:

Work is performed primarily in a standard office environment with extensive public contact and frequent interruptions; may be required to work evenings, weekends and split shifts; may be required to travel outside City boundaries to attend meetings.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The class specification does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Lemon Grove City Council: February 5, 2019